**Summary – Lead Team**  **October 17, 2012**

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| **Notes** | **Action** |
| * Superintendent’s Advisory Committee   + Provide feedback and advice to senior executive   + First Meeting items: bussing, school fee, satisfaction survey | * Send agenda items to members *(Mike, Colleen, Terry, Rod, Scott and Travis)* |
| * Deputy Superintendent’s Comments   + Student Success & Well-being - Ultimate Goal for PSD     - It can be overwhelming "drinking from the firehose" especially during start-up, and especially for new teachers; we are all moving forward   + School Council Involvement (table conversations)     - Admin Procedure 110     - Resources available (including the binder for School Councils)     - Parents need to be engaged in the process, in real work, so that they see themselves as appropriately involved (in an advisory capacity)   + AISI     - Accounting of AISI funds is important, AISI money needs to be expended appropriately |  |
| * Facilities Request / OHS Modules (Serge L.)   + Serge will develop a priority list for the division and meet and discuss how the project will be facilitated   + Facilities Department is quite small at present, and a bit overwhelmed - patience and cooperation is important   + If there are issues, please communicate them   + Custodians are responsible for removing snow from sidewalks not parking lots.   + Recycling project – looking to incorporate current practices and find partnerships | * Submit to Serge a list of the top 5 things you would like to have done in your building. * Any projects (inside or outside) that are being done on site need to be communicated to Serge * Finish OHS online training and remind staff to do the same |
| * Report Card Implementation (Leah A., Kelly W.)   + Who is responsible for the successful implementation of the PSD report card: All of us, each of us.     - Option courses will be listed in the Track/Class Section - Teachers need to go into their option courses and identify which skills they are teaching (and name the subject); most options will not have themes     - Still have to have a **general comments section** on the report card because that is where it is indicated if students have an IPP or RPA in place (or are in an FI program); regardless of whether you are putting comments into SAS or using an attached Word document     - In the 5 core subjects there is a new feature "IsIPP" where the students are identified as being on an IPP and it is indicated that they are being assessed at the grade level indicated in the IPP     - Teacher Landing Page/How To Videos.../Learning Services   <http://inside.psd70.ab.ca/PSD70Resources/Teachers/SitePages/TeacherSpecificDocuments.aspx> | * Send home “Quick Facts” document with each report card, or earlier |
| * Student Suspension & Expulsion (Kelly W.)   + Admin. Procedures 350, 351   + Discipline Hearing is a process that can support students and schools prior to an expulsion hearing   + Sample suspension letters are on inside psd; must be signed by principal (in addition to assistant principal etc). They can become part of a greater record and so they need to be accurate and signed   + Call early and call often | * Suspension letters etc. are on insidePSD   <http://inside.psd70.ab.ca/Docs/FormLibrary/Forms/FormsbyDepartment.aspx> (Senior Executive Tab) |
| * Distributed Decision Making (All) |  |
| * PATs, DIPS Overview (All) |  |
| * Community Meetings and Debriefing | * AERR/ED Plan due end of October   (Budget will be attached by business and finance)   * PGP due end of October * PQS Reflection due end of October |
| * Principal Quality Standard : Embodying Visionary Leadership * What would be evidence?   + Research to Practice   + Shared big picture   + Talk about (and live) mission, vision, values | * PGP due end of October * PQS Reflection due end of October |